

ADMINISTRATIVE - INTERNAL USE ONLY

This Notice Expires 18 February 1984

OP NOTICE NO. 20-83-10

18 August 1983

OFFICE OF PERSONNEL NOTICE

SUBJECT: Detail of Agency Employees to Other Government Entities

REFERENCE:

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1. All careerists concerned are reminded that the Director of Personnel (D/OP) is charged with certain responsibilities in connection with the detail of Agency employees to other Government entities. Among these is the responsibility to obtain current security, medical, and personnel record checks prior to confirming the assignment of the employee in order to protect the interests of the individual, the Agency, and the Government entity to which the employee is to be assigned. Accordingly, the Office of the D/OP should be informed of the name of the employee and the entity to which he or she is to be detailed in sufficient time to permit the necessary record checks to be made. In most cases this process requires a minimum of 48 hours. Detail arrangements should not be confirmed with the host entity until the checks have been completed and the D/OP has advised that there is no impediment to the detail. This will help to prevent possible embarrassment to the Agency as well as to the employee concerned.

2. Nominees for detail to other Government entities should be cleared with Mr.  who can provide general guidance or recommend OP components that may be of assistance in executing the proposed detail.

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James N. Gierum  
Director of Personnel

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Office of Personnel

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